

**SUBMITTAL TO THE FLOOD CONTROL AND
WATER CONSERVATION DISTRICT BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

507B



PURCHASING & FLEET SERVICES
Lisa Brandl, Director

FROM: General Manager-Chief Engineer

SUBMITTAL DATE:
April 7, 2015

SUBJECT: Approve the IBM FileNet P8 Document Management System Upgrade by Softech & Associates, Inc. [\$40,000 total]; District Funds 100%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Sole Source IBM FileNet P8 Upgrade Agreement between the District and Softech & Associates, Inc.; and
2. Authorize the Purchasing Agent to issue a purchase order on behalf of the District.

BACKGROUND:

Summary

The District has utilized a document and image management system for over 21 years to centrally locate all documents that are created as we conduct our business. Documents in the system include project specifications, contracts, reports, meeting agendas, correspondence and others. Our dependence on this critical system has increased District-wide as it facilitates and expedites the retrieval of documents through content search and makes them readily available to system users.

(Continued on page 2)

Warren D. Williams
WARREN D. WILLIAMS
General Manager-Chief Engineer

LV:bad
P8/168649

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 40,000	\$ 0	\$ 40,000	\$ N/A	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET DISTRICT COST	\$ 40,000	\$ 0	\$ 40,000	\$ N/A	
SOURCE OF FUNDS: 48080 947320 523840 Data Processing Computer Equipment - Software				Budget Adjustment: No	
				For Fiscal Year: 14/15	

C.E.O. RECOMMENDATION:

APPROVE
BY: *Alex Gann*
Alex Gann

County Executive Office Signature

FISCAL PROCEDURES APPROVED
JEANINE J. REY, FINANCE DIRECTOR
BY: *Jeanine J. Rey* 3/11/15 dv
JEANINE J. REY
Departmental Concurrence

- Positions Added
- Change Order
- A-30
- 4/5 Vote

MINUTES OF THE FLOOD CONTROL AND WATER CONSERVATION DISTRICT

On motion of Supervisor Benoit, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: April 7, 2015
xc: Flood, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

Prev. Agn. Ref.: _____ District: All Agenda Number:

11-5

**SUBMITTAL TO THE FLOOD CONTROL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FORM 11: Approve the IBM P8 Document Management System Upgrade by Softech & Associates, Inc. [\$40,000 total]; District Funds 100%

DATE: April 7, 2015

PAGE: Page 2 of 2

BACKGROUND:

Summary (continued)

The District is upgrading its IBM FileNet P8 Document Management System to the new platform which is P8 5.2 ICN. The District has utilized the IBM P8 Document Management System since 2005 and it was last upgraded in 2009. The District requires an upgrade to the latest version due to Microsoft ceasing support for the Windows Server 2003 operating system in mid-July 2015. In order to maintain existing document management functionality, it is necessary to upgrade. In addition to implementing the new P8 system software, the database software will be upgraded to Microsoft SQL Server 2008 and all the District's documents will be migrated to the new system.

We are contracting with Softech & Associates, Inc. to perform the software upgrade, configuration of the system, data migration and development of custom search and retrieval features in addition to direct integration to the Microsoft Office Suite. Softech & Associates, Inc. has significantly customized the current system to fit the District's needs and they are familiar with our configuration. Softech & Associates, Inc. will be programming custom features into the new system which are necessary to facilitate the search and retrieval of documents and to enter the necessary profile information for each document. In addition, Softech & Associates, Inc. currently manage our IBM account for technical support and the District has worked with the vendor since 2005.

Riverside County Information Technology Department has approved the H11 Procurement Form for this system upgrade. Riverside County Purchasing Department has approved the Sole Source Procurement Form.

Impact on Residents and Businesses

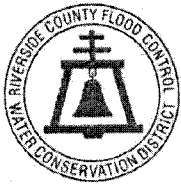
N/A

SUPPLEMENTAL:

Additional Fiscal Information


Sufficient funding is available in the District's data processing budget for Fiscal Year 2014-2015.

LV:bad
P8/168649



MEMORANDUM
RIVERSIDE COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT

DATE: March 25, 2015

TO: Board of Supervisors
VIA: Purchasing Agent
FROM: Warren D. Williams, General Manager-Chief Engineer 
RE: Sole Source Procurement – Softech & Associates, Inc.
Request for IBM FileNet P8 Document Management System Upgrade

The information provided below is in support of the District requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** IBM FileNet P8 Document Management System Upgrade
2. **Supplier being requested:** Softech & Associates, Inc.
3. **Alternative suppliers that can or might be able to provide supply/service:** Softech & Associates, Inc. has significantly customized the current system to fit the District's needs and is familiar with the District's configuration. Customizations are proprietary to Softech & Associates, Inc.
4. **Extent of market search conducted:** No other Vendors were researched since the customizations are proprietary as per Document 91762.1 Exhibit D – Software License Agreement under the 5.0 Protection of Software Items 5.1, 5.2 and 5.3.

5.0 Protection of Software

5.1 Proprietary Notices. Softech will include a notice that will be embedded in program in object code in the video screen display, on the physical medium embodying the software copy and on any Documentation and District reference manuals.

Copyright Softech & Associates, Inc. of California, 2002, 2003, 2004, all rights reserved.

5.2 Ownership. District further acknowledges that all copies of the Software in any form provided by Softech or made by District are the sole property of Softech and/or its suppliers. District shall not have any right, title or interest in or to any such Software or Copies, thereof, except as provided in the Agreement and further shall secure and protect all Software and Documentation consistent with maintenance of Softech's proprietary.

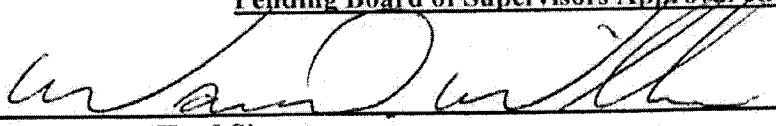
5.3 Sublicenses. No license to sublicense the Software or any portion thereof included in any Derivative Products is granted.

TO: Board of Supervisors

RE: Sole Source Procurement – Softech & Associates, Inc.
Request for IBM FileNet P8 Document Management System Upgrade

- 5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Softech & Associates, Inc. manages our IBM account for system support and the District has worked with them since 2005. They customized our document management system and are familiar with our configuration. Softech & Associates Professional Services will upgrade the District Content Management System to IBM FileNet P8 version ICN 5.2. The work includes installation of P8, MS, SQL Server 2012, migration of data, migration to WebSphere, development of custom search & results screens, and integration of MS Office 2013 integration.
- 6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The District has utilized a document management system for over 18 years to centrally locate all documents created as we conduct our business. Documents in the system include project specifications, contracts, reports, meeting agendas and correspondence, amongst others. Our dependence on this critical system has increased District-wide as it facilitates and expedites the retrieval of documents through content search and makes them readily available to system users. The District is upgrading its existing IBM FileNet P8 content management system to the new platform 5.2 ICN. The current implementation (4.5.2) is running on Windows 2003 servers and we need to move this system to Windows Server 2012 and a newer version of SQL Server before mid-July when Microsoft ceases support for Windows Server 2003.
- 7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The cost for the upgrade is \$40,000 which includes project management and post install support of customizations are included in the quoted cost.
- 8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).** No
- 9. **Period of Performance:** From July 1, 2014 to June 30, 2015. RCIT H11 approval PR2015-02406.

Pending Board of Supervisors Approval on April 7, 2015.

 3/24/15
 Department Head Signature Date

Purchasing Department Comments:

<u>Approve</u>	Approve with Condition(s)	Disapprove
Not to exceed: \$ <u>40,000.00</u>	<u>One time</u>	Annual Amount through <u>2015</u>
<u>Step Brandt</u>	<u>3/30/15</u>	<u>15-456</u>
Purchasing Agent	Date	Approval Number

(Reference on Purchasing Documents)